

# 2007 Professional Associates Program

Ref. STATE 46614

## **Summary:**

This Department Notice announces that HR/CDA will accept applications from eligible family members (EFMs) for the Professional Associates (PA) program from the date of this cable for two weeks. It outlines the requirements and procedures for application. End Summary.

## **Background:**

The regular FS assignments process invariably leaves some overseas positions without sufficient qualified Foreign Service bidders (those with two or fewer bids from bidders who are at grade and in-cone or in-specialty). These positions are designated Hard-To-Fill (HTF) and are opened to Department of State Civil Service employees and to EFMs. EFMs may apply only for positions at the post to which their sponsoring employee is currently assigned, and must commit to serve for a minimum of one year in the position.

Foreign Service direct-hire employees will continue to bid on these positions and will receive priority in selection.

Qualified EFMs will be given preference over equally qualified Civil Service employees. Veterans will be given preference in the selection process.

## **Consular Positions Unavailable for Professional Associates:**

As of September 20, 2005, all adjudicating positions must be encumbered by a commissioned Foreign Service Officer or a Civil Service employee qualified to receive a limited non-career appointment. As Professional Associates can no longer adjudicate visas, EFMs may not apply for Consular HTF positions.

## **Certain Unaccompanied HTF Posts Unavailable to EFMs:**

Some HTF positions are at posts which are unaccompanied, i.e. to which family members may not go. Certain of these posts will consider an EFM if the sponsoring employee is assigned there.

## **Eligibility Requirements:**

In order to be eligible for the PA program, applicants must be the EFM (defined in 3 FAM 8212 b) of a career government employee from any agency under Chief of Mission authority assigned to a full time position at an overseas post. Members of Household

(MOH) and family members of contractors are not eligible. Additionally, applicants must be a U.S. citizen at the time of application, a high school graduate, at least 18 years of age, and qualified for the position.

### **How to Apply:**

Application packages must include:

1) Form DS-1950, Department of State Application for Employment; link follows:  
<http://foia.state.gov/forms/employment/ds1950.pdf>;

2) Evidence of relevant training, education, and/or experience for the position;

3) A signed and dated cover memorandum with the following language:

"I am applying for position X (see Para 12). My sponsoring employee, (name), is assigned to (post) until (month/year). If selected, I commit to serve in the position for one year and I acknowledge that all leave would have to be approved by my supervisor."

4) Evaluation reports from previous federal employment.

5) Information on the position from the HTF list in the following required format:

Grade/Post/Position/Incumbent/Org Code/Position Number  
(For example: FS02/Seoul/GSO/Greene/331001/3124300)

EFMs may consult FSBid to access the capsule description of a position in which they are interested, contact the incumbent of the position to request his/her work requirements statement, or contact the bureau Executive Office to request a job description.

The application package should be sent to the PA Coordinator, Ann Evans, HR/CDA, SA-3, Room 3000, Department of State, Washington, DC 20520. Documents may be sent via e-mail to ([EvansAM@state.gov](mailto:EvansAM@state.gov)) or FAX (202-663-0600). Applications are due two weeks after the transmittal of this cable.

### **Professional Associates Program Selection Process:**

HR/CDA will convene Qualifications Evaluation Panels (QEP) which will review applications from EFMs and from Civil Service employees for relevant experience and skills, including foreign language proficiency if the position requires it. EFMs without supervisory experience will not be considered for positions with supervisory responsibilities. A representative from the Family Liaison Office (FLO) will participate in the QEP as a non-voting member.

EFMs who are certified as qualified by the QEP will be notified by the PA Coordinator and

their application material will be forwarded to the regional bureaus for consideration for the vacancies for which they have applied. Selections are made by the bureaus. Qualified EFM's should contact the bureau EX Officer directly to express their interest and discuss their qualifications.

**EX BUREAU CONTACTS**

AF	Steven Lemelin and Theresa Everett
EAP	Susan Niblock and Mark Nachtrieb
EUR	Patricia Hoffman and J. Douglas Dykhouse
INL	Loretta Vargas
NEA	Kristi Hogan and Sumera Ashruf
NEA/I (Iraq)	Tony Spakauskas, Laura Starr and David Capezza
SCA	Sumera Shruf and Kristi Hogan
WHA	Jeanette Hantke and Claudia Romeo

**Upon Selection:**

Selected EFM's are required to have the appropriate security clearances for the posts of assignment prior to appointment. Professional Associates are appointed using the Family Member Appointment (FMA) mechanism. The regulations for FMAs are contained in 3 FAM 8200.

Salary is determined by a Human Resources Specialist with experience in setting Foreign Service salaries.

If required, training may be provided at NFATC. HR/CDA will provide travel orders for the EFM to travel from post to Washington, DC and return. Per diem will be limited to a maximum of 90 days.

There is no mechanism for the conversion of a Professional Associate to career Foreign Service. EFM's selected for a PA position should be aware that they will not be able to convert to the career Foreign Service at the end of a tour.

This Department Notice is being released in conjunction with State ALDAC entitled "2007 Civil Service to Foreign Service Hard-To-Fill (HTF) Program." This Department Notice is for Civil Service employees and lists those positions for which they can apply, including some for which EFM's cannot apply.

**List of Foreign Service Hard-to-Fill Positions for which EFM's are eligible:**

Post	Title (Language)	Incumbent	Org Code/Pos. #	Gr	TED
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**AF**

ABIDJAN	Information Officer FR 3/3	Bruen	353001/60151000	02	10/06
*ABUJA	Political Officer	Dees	356001/10173001	02	09/07
*ABUJA	Transnational Crime Affairs		356001/10999999	02	06/07
*ABUJA	Economic Officer	Walker	356001/20016004	03	05/07
*ABUJA	Human Resources Officer	Tantawy	356001/54039000	02	06/07
AFR. UN	Public Affairs Officer		352067/60065011	02	11/06
BANJUL	Information Mgt. Specialist	Ohikhuare	357701/55103003	04	07/07
DAKAR	Information Officer FR 3/3	Houge	352201/60088000	02	08/07
GABARONE	Public Affairs Officer	Butterman	3511-1/60017000	02	08/07
KHARTOUM	General Services Officer	Hill	357501/52108023	02	01/07
*KINSHASA	Political Officer FR 3/3	Brown	350801/10070002	03	10/07
*KINSHASA	Public Dipl. Officer FR 3/3	Thomas	350801/60020001	03	08/07
*N'DJAMENA	Information Mgt. Officer	James	351501/55003001	03	07/07
*NOUAKCHOTT	Information Mgt. Officer	Martin	355701/55015002	03	11/07
PRETORIA	Information Officer	Schlachter	358401/60142000	01	09/07

## **EUR**

*BAKU	Info. Systems Officer AX 0/0	Khattak	320701/55020007	04	12/06
BELGRADE	General Services SR 3/3	Kavatin	328601/52141000	02	06/07
FRANKFURT	Financial Management Officer	Ronay	324052/57501000	02	09/06
MOSCOW	Information	Sierra	328401/55253003	04	08/06

MOSCOW	Mgt. Specialist Financial Mgt. Officer	Miller	328401/53104000	02	08/07
SOFIA	Information Management Spec.	Dokken	322501/55403000	04	07/06
*TBLISI	Information Management Spec.		324201/55006012	04	07/07
THE HAGUE	Public Affairs Officer DU 3/3	Keith	325601/60888117	01	06/07
*VLADIVOSTOK	Information Mgt. Specialist	New	328404/55363000	04	07/07
YEKATERINBURG	Information Mgt. Specialist		328405/55876000	04	07/07

#### **EAP**

AIT TAIPEI	Financial Mgt. Officer	Brown	330230/77026000	02	08/07
BEIJING	HRO CM 2/2	McCarter-Sheehan	30501/54043000	01	08/07
BEIJING	IROG CM 3/3	New	330501/10245194	02	07/07

#### **INL**

BOGOTA	Narcotics QB 3/3	Holloway	311001/10246000	01	07/07
LA PAZ	Narcotics QB 3/3	Laidlaw	310401/10156000	01	07/07

#### **NEA/IRAQ**

BAGHDAD	Political Officer AD 3/3		343201/10400008	02	09/06
BAGHDAD	Political Officer AD 3/3		343201/10400009	02	09/06
BAGHDAD	Pol/Mil Affairs Offcr AD 3/3	Baez	343201/11400007	02	08/07
BAGHDAD	Economic Officer AD 0/0	Bronson	343201/20400002	02	04/07

**NEA/OTHER**

AMMAN	Information Management Spec		344001/55032005	04	09/07
ABU DHABI	Information Mgt. Specialist	Johnson	348301/55024002	04	08/07
CAIRO	Info. Mgt. Tech. Specialist	Flavin	341601/55186001	04	06/07
CAIRO	IMTS/D	Carlsen	341601/55092001	03	10/07
CAIRO	Public Diplomacy Officer	White	341601/60183000	02	09/07
MUSCAT	Information Mgt. Specialist	Morrow	346301/55013004	04	09/07
RABAT	Cultural Affairs Offcr AD 3/3		345601/60310000	03	07/07
RABAT	Asst. Info. Officer AD 3/3	New	345601/60320000	03	07/07
RIYADH	Public Dipl. Officer AD 3/3		347001/60215000	03	07/07
TIRANA	Information Mgt. Specialist	New	320201/55333015	04	07/07
TRIPOLI	Public Dipl. Officer AD 3/3		345001/60005001	03	07/07

**SCA**

*ASTANA	Political/Econ Officer RU 3/3	Loveland	364301/14003006	02	08/07
*ASTANA	Info. Systems Officer RU 0/0	Quiles	364301/55011009	04	01/07
*DUSHANBE	Information Mgt. Specialist	Hamer	368901/55248123	04	06/07
ISLAMABAD	Management Officer	Rawlings	366201/50955000	01	07/07
NEW DELHI	Information Mgt. Specialist	New	362801/55265000	03	07/07

**WHA**

ASUNCION	Econ/Comm. Officer QB 3/3	Oreilly	313401/20042000	03	08/07
BRASILIA	Supervisory GSO PY 3/3	Shields	310601/52007000	02	04/07
*GEORGETOWN	Information Mgt. Specialist	White	310701/55037000	04	06/07
GUATEMALA	Info. Mgt. Specialist QB 2/2	Lindley	312201/55143004	04	08/07
HAVANA	A/Public Affairs Offr QB 3/3	Pappas	311401/60271001	02	08/06
LA PAZ	Human Resources Ofcr QB 2/2	Garza	310401/54151000	02	05/07
TEGUCIGALPA	Information Mgt. Specialist	Scherbel	312601/55099000	04	06/07

\* = Service Need Differential posts

Since early in the assignment season, the Department and AFSA have discussed using the HTF exercise on multiple occasions during the assignment season to facilitate the filling of these positions with voluntary bidders. AFSA has cleared this notice.